



Forest Heights Police Department General Order

Subject:	Policy and Procedures Manual					
General Order No.	2016-1	Special Order No.	N/A	Memo No.	N/A	
Amends: N/A		Cancels: Orders listed in Manual Table of Contents		Replaces: N/A		
Effective Date:	January 1, 2016			Number of pages: 1		
By Authority of:	Chief of Police FHPD and Mayor, Town of Forests Heights					

A. Purpose

To introduce the first edition of the Forest Heights Police Department (FHPD) Policy and Procedures Manual (here in referred to as Manual) and issue Chapters 1 through 18 and the Table of Contents that lists the chapter titles and section topics within each chapter and includes the general orders each section cancels/replaces/reformats.

B. Policy

All new chapters and sections and revisions to the Manual will be issued under a general order (GO) and that GO number will be contained in the section masthead.

C. Procedures

1. A GO will be issued when additions, revisions and deletions are made to the Manual.
2. The GO number authorizing a revision to the Manual will appear on page one of the respective section in the section masthead.
3. Revised text and new text to an existing section will be underlined.
4. When all of the text of a section is new "All New" will appear in the section masthead.
5. The effective date of a new or revised section is the date it is issued to FHPD personnel.
6. The effective date of a Manual revision will be entered on the respective section masthead after the GO is signed to ensure it is issued on or before the effective date. This will ensure that FHPD personnel are not held accountable for a policy/procedure to which they were not able to access or received.
7. All general orders will comply with Chapter 1, Section 5 of this Manual.

General Order 2016-1 supersedes all orders or memoranda with which it may conflict.

Authorized by:

Signature on file

7/2016

(Signature)

Date

Colonel Stewart Russell
Chief, Forest Heights Police Department

Signature on file

7/2016

(Signature)

Date

Jacqueline Goodall
Mayor, Town of Forest Heights